DOCUMENT RESUME

ED 448 847 JC 010 125

TITLE	Constitution of the Minnesota Community College Faculty Association.
INSTITUTION	Minnesota Community Coll. Faculty Association, St. Paul.
PUB DATE	1999-05-01
NOTE	22p.; Amended by the Delegate Assembly.
PUB TYPE	Legal/Legislative/Regulatory Materials (090)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	College Faculty; *Community Colleges; Faculty Development; *Faculty Organizations; *Governance; *Grievance Procedures; *Professional Associations; *Teacher Rights; Two Year Colleges; Unions
IDENTIFIERS	*Minnesota Community College Faculty Association

ABSTRACT

The Constitution of the Minnesota Community College Faculty Association (MCCFA) was approved on May 1, 1999. Included is a description of MCCFA's purpose, conditions for membership, organizational structure, and selection processes for officers and members of the Board of Directors. Affiliated with the National Education Association, Education Minnesota, and American Federation of Teachers, the primary purpose of the MCCFA is to consolidate the efforts of faculties in maintaining and improving community college education. The MCCFA was organized to help form policy; to provide a liaison between educators in the colleges and all other groups concerned with education; and to make MCCFA views an integral part of the educational programs of community college students. The MCCFA is a local organization that provides professional service to its members by building and maintaining a strong, effective local network and promoting instructional advocacy. Standing committees include Governmental Relations (faculty lobbyists); Faculty Development (professional growth); Faculty Rights (monitoring the grievance process); and Technology (informing committees and the membership on the role of technology in teaching and learning). (PGS)

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Constitution

of the
Minnesota Community College
Faculty Association

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As amended by
the Delegate Assembly
on May 1, 1999

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Preamble

We, the members of the Minnesota Community College Faculty Association, Education Minnesota, National Education Association, and American Federation of Teachers, believing that the active participation of non-supervisory license education personnel in the development of educational policy is essential for sound education in a democratic society, have joined together, as herein defined in this Constitution and Bylaws, for the purpose of exerting a collective and positive influence on education in the Minnesota State Colleges and Universities system.

We, the members of the Minnesota community and consolidated college faculties, believing in the unique contributions of our community college to American education, have organized to strengthen and secure community college education for those who desire additional education beyond high school, for those who would be deprived of this education were it not readily accessible, and for those who wish a more individual orientation to higher education.

Because we so believe, we have formed into this organization, the Minnesota Community College Faculty Association, to enable us to make our views felt in the determination of the policies to be followed in community colleges; to provide a liaison between educators in the colleges and all other groups concerned with education, and to make our views an integral part of the educational programs of community college students.

The MCCFA shall provide a united voice for public education, leadership in education innovation, dedication to Minnesota students and families, and an unwavering commitment to the welfare of our members.

The MCCFA shall be a local organization that provides unstinting professional service to its members by building and maintaining a strong, effective local and by promoting instructional advocacy. The MCCFA shall be committed to democracy in the workplace and within the organization.

If any provisions of this Constitution and Bylaws conflict or violate the Constitution and Bylaws of Education Minnesota, NEA or AFT, the provisions of the state and national organizations shall supersede those contained herein.

Constitution

Article I - Name

The name of this organization shall be the Minnesota Community College Faculty Association.

Article II - Affiliations

The MCCFA is affiliated with Education Minnesota, the American Federation of Teachers, and the National Education Association in accordance with the provisions of the Constitution and Bylaws of these bodies. Individuals will be members of Education Minnesota, the American Federation of Teachers, and the National Education Association. Through our affiliation with the AFT, MCCFA is also affiliated with the AFL-CIO.

Article III - Purpose

Section 1

The primary purpose of this organization shall be to consolidate the efforts of the faculties in maintaining and improving community college education.

Section 2

The organization shall advocate such policies as are most conducive to the welfare of the instructional staff.

Section 3

The organization shall endeavor to achieve the above purposes by thorough study and discussion of issues involving the educational program or the welfare of the faculties, and to present these conclusions to those who are involved in policy making for the community and consolidated colleges of Minnesota.

Article IV - Membership

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Membership in the MCCFA shall be in accordance with the Constitution and Bylaws of Education Minnesota, NEA, and AFT. The membership year shall be September 1 through August 31. No one shall hold office in the MCCFA who is not an active member of Education Minnesota, NEA, and AFT.

Membership shall be available as defined in the bylaws.

Article V - Officers

Section 1

The Executive officers of the organization shall consist of a president, a vice president, a secretary, and a treasurer.

Section 2

The members of the Board of Directors, Regional Grievance Officers, and local Grievance Representatives shall also be considered officers of the organization.

Article VI - Delegate Assembly

The Delegate Assembly shall consist of the Executive officers of the MCCFA and the delegates. The Delegate Assembly shall be the policy-making authority of the organization. All policies, programs, and resolutions of the Delegate Assembly shall be implemented by officers and governing bodies of the MCCFA.

Article VII - Board of Directors

The Board of Directors shall consist of the Executive officers of the MCCFA and such additional representatives as provided for in the Bylaws. The Board of Directors shall conduct the business of the organization between meetings of the Delegate Assembly. It shall operate under and administer the policies established by the Delegate Assembly.

Article VIII - Non-Discrimination

The provisions of this constitution shall be applied to all faculty members in the bargaining unit without discrimination as to race, creed, religion, color, national origin, age, physical disability, reliance on public assistance, sex, marital status, political affiliation, sexual preference, or any other class or group distinction.

Article IX - Amendments

The Constitution may be amended by a majority of votes cast by the members voting by mail according to the procedure described in *Robert's Rules of Order-Newly Revised*, or by a two-thirds majority of the members of the Delegate Assembly. In either case, the amendment must have been approved by a majority vote of the Board of Directors and be circulated in writing to all chapters at least one month in advance of the mailing of the ballots or of the meeting of the Delegate Assembly.

Bylaws

Article I - Membership

Section I. Powers of General Membership (Dues and Budget)
State and national dues will be assessed in accordance with the dues categories and policies of Education Minnesota, AFT, and NEA.

The MCCFA portion of membership dues shall be determined by the MCCFA in the following manner:

> The Treasurer shall recommend to the Executive Committee the amount of yearly dues required to meet the yearly budget.
>
> The Executive Committee, after discussion and analysis, shall recommend the yearly dues to the Board of Directors who, after discussion and analysis, recommend the budget and dues to the Delegate Assembly.
>
> The Delegate Assembly shall determine the amount of local dues members shall pay. The amount of dues to be assessed must be passed by a majority of the delegates attending the Delegate Assembly.

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No net earnings shall inure to the benefit of any member.

Section 2. Membership

Membership shall be available to those members of Minnesota community and consolidated colleges normally designated as faculty, including: instructors, counselors, librarians, professional audiovisual staff, and those financial aid officers who are paid on the faculty salary schedule. This membership availability is subject to bargaining unit description.

Section 3. Associate Membership

Non-voting associate membership shall be available to those members of MCCFA who retire from the Minnesota State Colleges and Universities system. Associate members shall be eligible to serve on committees, but may not run for or be appointed to elected office.

Section 4. Affiliations

All members of the Minnesota Community College Faculty Association shall also be members of Education Minnesota, AFT, and NEA. If the MCCFA chooses to affiliate with another state or national organization, MCCFA members shall also be members of those organizations.

Section 5. Member Discipline

Subsection 1. Grounds for Membership Discipline.

Disciplinary action, in the form of censure, suspension, or permanent expulsion, shall not be taken against any member except for cause. Cause shall relate to conduct prejudicial to the purposes of the MCCFA or local chapter of MCCFA which may include any one or more of the following:

1. A substantial violation of any provision of the Constitution or Bylaws.

2. A substantial violation of any policy of the Association established by the Delegate Assembly or Board of Directors or the Executive Committee or local association or affiliate.

3. Misrepresentation of the Association's name or logo, including any title of any subdivision of the Association.

4. Discipline may be imposed for engaging in any other conduct substantially prejudicial to the purposes of the Association, and tending to injure the good

name of the organization, disturb its well-being, or hamper it in its work.

5. Failure to remain a member in good standing with Education Minnesota, National Education Association, and the American Federation of Teachers.

Subsection 2. Authority to Impose Discipline.

Subdivision 1. A majority of the Executive Committee of a MCCFA local chapter, together with a majority of the MCCFA State Executive Committee, shall have the power to impose discipline on any member subject to the provisions of the MCCFA Bylaw on Member Discipline.

Subdivision 2. If the authority to impose discipline is not exercised in Subdivision 1 above by the Executive Committee of an MCCFA local chapter, then a majority of the State MCCFA Executive Committee shall have the power to impose discipline by itself.

Subsection 3. Procedure for Implementing Discipline.

Notice of such action having been initiated by a complaint of a majority of the officers of the State MCCFA Executive Committee or a majority of the State MCCFA Executive Committee and the Executive Committee of the local chapter shall be provided in writing to the member with the proposed action to be taken and the reasons thereof. Such notice shall also include the statement that the member has ten (10) calendar days in which to request a hearing before the chapter executive board, or a special chapter discipline committee, or before the MCCFA Faculty Rights Committee at which the member is entitled to a representative of his/her choice to answer the charges and examine those making them.

Subdivision 1. The written notice shall be signed by a majority of the officers of the MCCFA local chapter and by a majority of the State MCCFA Executive Committee or by the majority of the State MCCFA Executive Committee.

Subdivision 2. The written notice shall contain the following specific information:

1. The specific charges against such member.

2. The discipline imposed upon such member.

3. That the member may have a hearing on the matter if a written request is delivered to the State MCCFA President within ten (10) days of the date such notice was delivered to such member, but that if there is no such request for a hearing, such member shall be deemed to have agreed to the discipline.

4. The effective date of such discipline if the member does not request a hearing. A copy of any notice signed by the officers of the MCCFA

local chapter shall be provided by the signing officers to the President of the MCCFA, but the failure to do so shall not affect the validity of the proceedings.

5. That the Bylaws of the MCCFA contain a provision prohibiting initiation of a civil action, suit, or proceeding in any court against the MCCFA or any of its officers, members, or employees on account of any discipline unless the remedies of hearing and appeal provided by the Bylaws have been exhausted.

6. Any action to expel or suspend shall be communicated to Education Minnesota.

7. If the President is the subject of any disciplinary action, the Vice President will assume the President's responsibilities relative to this section of the Bylaws during the disciplinary procedures.

Subdivision 3. Suspension of Effective Date of Discipline. If a member requests a hearing pursuant to Subsection 3, Subdivision 2, Number 3, the effective date of discipline shall be the date upon which the hearing body renders its decision pursuant to Subdivision 4, Number 1.

Subdivision 4. Hearing. A hearing held upon the request of a member pursuant to Section 3, Subdivision 2, Number 3, shall conform to the provisions as herein set forth:

1. The hearing will be private or public at the choice of the member being disciplined.

2. The hearing shall be before the MCCFA Faculty Rights Committee.

3. The rules and procedures governing the hearing shall be determined by the hearing body provided that the member shall have the right to be present during the hearing and to be represented by a person selected by the member; there shall be presentation of evidence in support of the charges; the member shall have the opportunity for cross examination and presentation of rebuttal evidence; a quorum shall be present at the beginning of the presentation of evidence and no evidence shall be presented when there is not present a quorum made up of members who have been present during presentation of all evidence.

4. The discipline shall be void unless supported by a simple majority of the members of the MCCFA Faculty Rights Committee who were present during the presentation of all evidence and cast a ballot on the matter. The decision of the hearing body shall be communicated in writing to the member accompanied by a memorandum of findings of fact not later than ten (10) days after the conclusion of the hearing.

The President of MCCFA, upon recommendation of the Faculty Rights Committee, shall provide the written communication.

5. A tie vote shall indicate no action will be taken.

Subdivision 5. First Appeal.

1. Any member who is subject to discipline after completion of the hearing process in Subdivision 4 may appeal to the MCCFA Board of Directors by delivering a written notice of appeal to the President of MCCFA not later than ten (10) days after the written decision is issued under Subdivision 4, Number 4.

2. The rules and procedures governing such an appeal shall be established by the Board of Directors. The appeal hearing shall be presided over by the MCCFA President who shall grant a procedure which includes witnesses and right of cross-examination. A quorum shall be present. The decision shall be made by secret ballot with a simple majority of the membership present and voting. In the case of a tie, with the President voting, no action shall be taken. The Board of Directors can delegate the authority to hear evidence and determine the appeal to a group of not less than five (5) Directors.

3. Action to expel or suspend shall be communicated to Education Minnesota.

Subdivision 6. Second Appeal. Any member who is expelled or suspended from membership in the local chapter of the MCCFA and has completed the appeal process in Subdivision 5 shall have the right of appeal to the Education Minnesota Governing Board in accordance with such policies and procedures as the Board may adopt.

Subdivision 7. Third Appeal. Any member who is subject to discipline after completion of the appeal processes provided by Subdivision 6 may exercise any rights of appeal provided by the American Federation of Teachers and National Education Association. These appeals shall be governed by the policies and procedures adopted by the AFT and NEA.

Subdivision 8. Discipline imposed shall remain in full force and effect notwithstanding any appeal pending under Subdivision 5, 6, or 7.

Section 6. Lawsuits.

No person shall initiate a civil action, suit or proceeding in any court against the MCCFA, the local chapter of MCCFA, or any of its officers, members, or employees on account of any discipline unless such person has exhausted the remedies of hearing and appeal as provided in this Constitution and Bylaws.

Section 7. Disciplinary Actions That May Be Imposed.

An individual member may be censured, suspended, or expelled for a violation under Section 1 of this Bylaw.

1. Censured shall consist of a statement of the member's action that gave cause for the disciplinary action to be conveyed to the membership at large. Censure shall be cause for disqualification to run for any office or committee appointment and/or the termination of any currently held office or committee appointment for one year.

2. Suspension shall consist of a member being denied active membership for a specified period of time.

3. Expulsion shall consist of a member being denied active membership for life.

4. In the case of strikebreakers, if a timely hearing is not requested, a member will be expelled or an applicant refused membership effective fourteen (14) days after the notice of expulsion or refusal of membership is delivered. The expulsion of a member or refusal of membership shall continue in full force and effect for life.

5. No member who has been expelled or suspended may receive a refund of dues.

6. Action to expel or suspend shall be communicated to Education Minnesota.

Article II - Affiliation

Any affiliation agreement between MCCFA and other organizations other than Education Minnesota, AFT, or NEA must be approved by sixty (60) percent of the MCCFA membership voting in referendum.

Article III - Chapters

Section 1 - Membership

The MCCFA members at each of the following community and consolidated college campuses or centers at the following sites will comprise a chapter of the MCCFA:

Austin	Hibbing
Brainerd	International Falls
Bloomington	Inver Grove Heights
Brooklyn Park	Minneapolis
Cambridge	Rochester
Cloquet	Thief River Falls
Coon Rapids	Virginia
Duluth	White Bear Lake
Ely	Willmar
Fergus Falls	Worthington
Grand Rapids	

Members at remote sites shall be members of the nearest geographically located chapter within the governance structure of the remote site or, in the case of remote sites within a governance structure that do not have an MCCFA Chapter, the nearest geographically located chapter site.

Section 2 - General Powers and Duties

Chapters shall conduct the business of the MCCFA subject to the Constitution, these Bylaws, and the Delegate Assembly. Each chapter shall solicit MCCFA members within that chapter.

Section 3 - Organization

Each chapter shall establish rules and procedures controlling the conduct of the chapter subject to the MCCFA Constitution, these Bylaws, and the Delegate Assembly. Each chapter shall elect its own officers who will arrange for the meetings, for elections, for effective communication between the chapter and the Board of Directors, and for such other chapter activities as may be required to achieve the goals of the MCCFA.

Section 4 - Statewide Contract Implementation

Each campus shall have an MCCFA member appointed as a grievance representative to officially represent the Association as authorized in the master contract. Said appointment shall be made by the MCCFA President after consultation with the Chapter. Only the MCCFA Executive Committee may recall such representatives.

Article IV - Elections

Election Procedures: All elections shall be governed by applicable state and federal laws.

1. Each member must receive at least 15 days notice of the procedures and deadlines to file as a candidate for the election and the date, time, and place of the election.

2. Every member must have a fair and equal opportunity to participate in the election without unreasonable impediments.

3. Voting must be by secret ballot.

4. In a contested election, candidates must be allowed to station observers at the polling places.

5. Representatives of the competing candidates should be allowed to observe, but not actually participate in, the counting of ballots.

6. The used, unused, and challenged ballots; the envelopes used to return ballots; and other documents related to the election should be safely stored for one year in case there is a challenge to the election.

7. No union funds may be used to support any candidate.

8. The union should comply with reasonable requests to distribute campaign literature at the candidate's expense.

9. Candidates have the right to inspect the membership list once within 30 days prior to the election. No candidate can have preferential access to the list.

10. There shall be an open nomination process for all elections.

Article V - Delegate Assembly

Section 1 -- Membership

The Delegate Assembly shall be composed of the delegates from each chapter according to the following proportions:

Members of Chapter	Number of Delegates
1 - 20	1
21 - 40	2
41 - 60	3
61 - 80	4
81 - 100	5
(etc.)	(etc.)

The number of delegates that each chapter is entitled to shall be determined and confirmed at the opening of each Delegate Assembly meeting. Each chapter shall select its own delegates.

Section 2 -- Meetings

The Delegate Assembly shall convene at least once each year as designated by the Board of Directors. Special meetings may be called by the Board of Directors, by the Executive Committee, or by the Delegate Assembly itself. The MCCFA President shall convene a meeting of the Delegate Assembly within thirty days after receiving written notice of a request for such a meeting from one-third of the authorized membership of the Delegate Assembly as established in the previous academic term.

Section 3 -- Voting and Quorum

Each member is entitled to one vote. Forty percent of the authorized members of the Delegate Assembly shall constitute a quorum.

Section 4 -- Powers and Duties

All legislative responsibilities of the Association shall be vested in the Delegate Assembly. It shall have the authority and responsibility:

a. to develop, amend, and interpret the policies of the Association;

b. to take action or recommend action on any matters relating to possible violations of policy;

c. to appoint ad hoc committees relative to legislative concerns;

d. to determine dues to be paid by the membership;

e. to recall any officer of the MCCFA by two-thirds vote;

f. to certify and decertify chapters of the MCCFA.

Section 5 - Resolutions

All resolutions shall be submitted to the members of the Delegate Assembly thirty days prior to convening of the Delegate Assembly in order to be introduced at that Delegate Assembly meeting. Resolutions which have not been submitted thirty days prior to the Delegate Assembly meeting can be introduced with the agreement of two-thirds of the delegates.

Article VI - Board of Directors

Section 1 - Membership

The Board of Directors shall be composed of the Executive officers and one member elected from each chapter by the members of that chapter. MCCFA representatives to the Education Minnesota Board of Directors, Finance Coordinator, and State Committee Chairpersons shall be ex-officio members of the Board of Directors.

Section 2 - Meetings

The Board of Directors shall convene upon the direction of the MCCFA President or upon the request of five members of the Board.

Section 3 - Voting and Quorum

Each member is entitled to one vote. A simple majority shall constitute a quorum.

Section 4 - Powers and Duties

All administrative responsibilities of the Association shall be vested in the Board of Directors. However, the Board may delegate certain administrative tasks. It shall have the authority and responsibility:

a. to administer the policies of the Association;

b. to recommend policies or changes in policy to the Delegate Assembly;

c. to adopt procedures for conducting the business of the Association;

d. to receive reports and recommendations from standing committees;

e. to ratify appointments to standing committees;

f. to convene the Delegate Assembly;

g. to appoint ad hoc committees to administrative concerns;

h. to hire and direct personnel as is necessary to carry out the business of the Association;

i. to conduct the ratification procedure for the master contract;

j. to declare a vacancy on the Executive Committee for reasons of resignation and ineligibility;

k. to dissolve the Association by an affirmative vote of two-thirds (2/3) of the Board of Directors and two-thirds (2/3) of the present and voting membership of the Delegate Assembly. The existence of the Association terminates upon the conclusion of the Association's affairs and the distribution of its property and assets in the following order of priority:

1. All debts, liabilities, and obligations of the Association shall be paid, satisfied, and discharged or adequate provision shall be made for such debts, liabilities, and obligations.

2. Any assets or property of the Association remaining after full satisfaction of the Association's debts, liabilities, and obligations shall be distributed by authorized officers of the Association as directed by the Board of Directors provided that such distribution must be consistent with the purposes of the Association as stated in its Articles.

Section 5 - Executive Committee

A committee composed of the Executive officers of the Association shall serve as the management arm of the Association. It shall be directly responsible to the Board of Directors and, as such, it shall provide direction to the Board by recommending specific procedures and actions. It shall have the specific responsibility of appointing members to the standing committees and selecting chairs of the standing committees subject to ratification by the Board of Directors.

Article VII - Standing Committees

Section 1

There shall be nine standing committees. They shall be called the Nominating Committee, the Governmental Relations Committee, the Negotiations Committee, the Faculty Development Committee, the Faculty Rights Committee, the Economic Services Committee, the Assigned Fields Committee, the Joint Labor Management Committee, and the Technology Committee.

Section 2 -- Nominating Committee

The Nominating Committee shall consist of three members appointed by the Executive Committee and ratified by the Board of Directors. The Nominating Committee shall nominate candidates for MCCFA state offices and shall make reasonable efforts to have at least two candidates for each office. The committee must place in nomination any candidate who has been endorsed for such offices by two local chapters. The Nominating Committee is responsible for the supervision of the elections and voting procedures.

Section 3 -- Governmental Relations Committee

The Governmental Relations Committee shall consist of six members, appointed by the Executive Committee, and ratified by the Board of Directors. That number shall include faculty lobbyists. The Governmental Relations Committee shall serve as a source of information on national and state legislation affecting community colleges and shall promote local involvement in the legislative process. The committee shall develop and advocate for a list of legislative goals for each legislative session. Said goals shall be approved by the Board of Directors. The committee shall coordinate the selection of a local campus representative to act as a liaison to the committee. The Committee will also coordinate the activities of the MCCFA Lobby Fund and make recommendations on campaign and contribution policy to the MCCFA Executive Committee and Board of Directors.

Section 4 -- Negotiations

The Negotiations Committee shall consist of six members, including the President, appointed by the Executive Committee and ratified by the Board of Directors. The Negotiations Committee shall inform itself on those matters affecting the welfare, benefit, and purposes of the MCCFA. This Committee shall undertake the responsibility for meeting with any authority necessary for the purpose of informing and negotiating issues relative to the welfare and benefit of the members of the MCCFA.

Section 5 -- The Faculty Development Committee

The Faculty Development Committee shall consist of six members appointed by the Executive Committee and ratified by the Board of Directors. The Faculty Development Committee shall encourage interests, activities, and projects relating to professional growth of the membership. It shall act as a clearinghouse for information relating to professional growth matters and shall cause such information to be disseminated to all faculty members. It shall further be the duty of the Faculty Development Committee to help coordinate and evaluate the spending of state funds earmarked for professional growth. This committee shall report and make recommendations to the Negotiations Committee.

Section 6 -- The Faculty Rights Committee

The Faculty Rights Committee shall consist of six members appointed by the Executive Committee and ratified by the Board of Directors. This committee shall monitor the grievance process, keep faculty members informed on matters relating to faculty rights, and encourage the faculty to be aware of their rights and responsibilities. The grievance representative of each chapter not represented on this committee shall act as a liaison to this committee.

Section 7 -- The Economic Services Committee

The Economic Services Committee shall consist of five members appointed by the Executive Committee and ratified by the Board of Directors. The Economic Services Committee shall investigate special programs of benefit to the members of the Association in areas such as, but not limited to, insurance, travel, and automobile discounts and make recommendations to the Board of Directors. The committee shall investigate retirement fund options and investment opportunities and serve as a source of information on these matters to the members.

Section 8 -- The Assigned Fields Committee

The Assigned Fields Committee shall consist of three members appointed by the Executive Committee and ratified by the Board of Directors. The Assigned Fields Committee shall make recommendations to the Chancellor and the Board of Trustees in the area of assigned fields, designated assignments, and minimum hiring qualifications for both assigned fields and designated assignments.

Section 9 -- The Joint Labor Management Committee

The Joint Labor Management Committee shall consist of four members appointed by the Executive Committee and ratified by the Board of Directors. The Joint Labor Management Committee shall meet monthly to discuss both grievance arbitration cases and appeals from chapters on disputes that arise in the chapter Meet and Confer process.

Section 10 -- The Technology Committee

The Technology Committee shall consist of five members appointed by the Executive Committee and ratified by the Board of Directors. The Technology Comittee shall inform themselves on matters involving technology and its roles in teaching and learning and advise the Executive Committee, the Negotiations Committee, and the membership at large as appropriate.

Article VIII – Officers

Section 1 -- Executive Officers

The Executive officers shall be a president, a vice president, a secretary, and a treasurer elected by secret ballot distributed to each of the members during the spring of even-numbered years – the date to be set by the Nominating Committee.

When the Board of Directors declares a vacancy in the office of President, Vice President, Secretary, or Treasurer with more than six months remaining in the term, the replacement shall be elected by secret ballot distributed to each of the members. The ballots shall be distributed within thirty days after the vacancy has been declared with the election being completed within fifteen days after the ballots have been distributed. When a vacancy has been declared in the office of President, Vice President, Secretary, or Treasurer with less than six months remaining in the term, the Board of Directors shall fill the vacancy for the unexpired term.

Section 2 -- President

The President shall preside at all meetings of the Delegate Assembly, Board of Directors, and the Executive Committee. The President shall be the Chief Executive Officer of the Association and shall provide the general supervision of the affairs of the Association between meetings of the Board of Directors. The President shall be an ex officio member of all committees except the Negotiations and Nominating Committees.

Section 3 -- Vice President

The Vice President shall preside in the absence of the president. The Vice President shall assist the President as requested.

Section 4 -- Secretary

The Secretary shall be responsible for keeping the minutes of all meetings of the Board of Directors, the Delegate Assembly, and the Executive Committee. The Secretary shall carry out all duties assigned by the President and those duties assigned to the Secretary in *Robert's Rules of Order, Newly Revised*.

Section 5 -- Treasurer

The Treasurer shall be responsible for the collections, deposits, and disbursements of the Organization. He or she shall carry out the duties assigned by the President, the Delegate Assembly, and the Board of Directors and all those duties assigned to the Treasurer in *Robert's Rules of Order, Newly Revised*.

Section 6

Terms of office for officers shall be two years beginning on July 1 of even numbered years.

Section 7

An officer no longer eligible for full, active membership shall vacate that office when such a loss of eligibility is confirmed by vote of the Board of Directors.

Article IX - Master Contract Ratification and Strike Vote

Section 1.

When a tentative collective bargaining agreement has been made with the Minnesota State Colleges and Universities system, the MCCFA Negotiations Committee shall submit the agreement to the Board of Directors at a special meeting called by the Executive Committee. The Board of Directors shall review the agreement and give its tentative approval or rejection.

Subdivision 1.

The agreement together with the Board of Directors' reasons for approval or rejection shall be communicated to the members of each chapter. The ratification meeting and vote of the members of each chapter shall be carried out and completed as directed by the Board of Directors at its special meeting, but must be completed no later than midnight of the eighth day following the special board meeting.

Subdivision 2.

The local chapter representative on the Board of Directors shall convene the ratification meeting of the general membership of the local chapter according to the time limits specified by the Board of Directors. Upon completion of a full and fair discussion of the proposed contract, members of each chapter shall vote at the meeting by secret ballot on the question of whether to accept or reject the proposed contract. Absentee balloting will not be allowed.

Subdivision 3.

Each director shall immediately communicate the results of the membership's vote together with the ballots to the Association President. The manner of communicating the results of each chapter vote will be left up to the Board of Directors.

Section 2.

If a majority of the members casting a ballot vote to reject the proposed contract, the President, on behalf of the Board of Directors, shall be bound to reject the contract and to take appropriate action to meet the wishes of the membership.

Section 3.

If a majority of the members casting a ballot vote to accept the proposed contract, the appropriate officers and members of the Negotiations Committee shall sign the agreement.

Section 4.

In the event that a tentative agreement cannot be reached between MCCFA and MnSCU, the MCCFA shall conduct a vote authorizing the Executive Committee to call a strike. Such strike authorization vote shall be conducted at a general membership meeting called expressly for that purpose. The vote shall be by secret ballot. Absentee balloting will not be allowed. Two-thirds of the membership must vote approval of the strike authorization to access the Education Minnesota Crisis Fund.

Section 5.

During a strike or in the event of an emergency, the MCCFA Executive Committee and the Negotiations Committee shall have the authority to establish alternative timelines for notification and balloting.

Article X - Parliamentary Authority

The rules contained in *Robert's Rules of Order, Newly Revised* shall govern the Organization in all cases to which they are applicable and which are not inconsistent with these Bylaws.

Article XI – Amendments

These Bylaws may be amended by a simple majority of the members of the Delegate Assembly voting provided that the proposed amendment is presented to the members of the Delegate Assembly at least 30 days prior to the meeting, or provided that a two-thirds majority of the Delegates agree to consider a proposed amendment which has not been presented to the Delegates 30 days prior to the meeting.